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Housing Authority Regulations Regarding Informal Reviews for Section 8 Applicants

The following regulations are found in the Everett Housing Authority's Administrative Plan (see Chapter 16.III.B) for the Section 8 Program. They explain the procedures by which an applicant may seek an Informal Review.

1) Actions Subject to Informal Review Request

- a. A decision to deny the applicant placement on a waiting list.
- b. A decision to deny or withdraw a voucher.
- c. A refusal to enter into a HAP contract or approve a lease.
- d. A refusal to process or provide assistance under portability procedures.

2) Actions not Subject to Informal Review Request

- a. Discretionary administrative determinations by the PHA.
- b. General policy issues or class grievances.
- c. A determination of the family unit size under the PHA subsidy standards.
- d. A PHA determination not to approve an extension or suspension of a voucher term.
- e. A PHA determination not to grant approval of the tenancy.
- f. A PHA determination that a unit is not in compliance with the HQS.
- g. A PHA determination that the unit is not in accordance with the HQS due to family size or composition.

3) Notification of Right to Informal Review

In taking any of the actions indicated in section 1 above, the PHA shall provide the applicant with prompt written notice of the decision, a brief statement of the reasons for the PHA decision and the right to request an Informal Review to appeal the adverse action.

4) Request for Informal Review

The request for an Informal Review must be made in writing and delivered to the PHA either in person, by fax, email or first-class mail, by the close of the business day no later than 10 business days from the date of the PHA's adverse action.





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5) Conduct of the Informal Review

- a. The PHA will schedule and send written notice of the Informal review within 10 business days of the applicant's request.
- b. The Informal Review will be conducted by any person designated by the PHA, except the person who made or approved the decision under review, or a subordinate of that person.
- c. The applicant will have the opportunity to present written or oral objections to the PHA's decision.
- d. Following the Informal Review, the PHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the Informal Review
- e. If the applicant fails to appear for the Informal Review at the time and place designated, the denial will stand and the family will be so notified.

